

NUTRITION ADVISORY COUNCIL

Wednesday, August 9, 2017

Stephanie Levenhagen called the Nutrition Program Advisory Council meeting to order at 8:30 am

Roll Call

Marlene Adelmeyer, Eugene Bord, Ivan Elm, Harvey Grulke, Patricia Kahlow, Patricia Knox, Thomas Koch, Anna Barbara Rich, Carol Schulz

Also Present

Sheila Drays, Sarah Hinze, Stephanie Levenhagen, Leann Schultz, Jackie Wendlandt

Excused

Caitlin Richardson

Absent

None

Action on the Minutes of the June 14, 2017 meeting

Tom Koch motioned and Gene Bord seconded to approve the minutes of the June 14, 2017 Nutrition Advisory Council meeting. Motion carried.

Action on the Minutes of the June 14, 2017 meeting

Tom Koch motioned and Ivan Elm seconded to approve the minutes of the June 14, 2017 Aging Advisory meeting. Motion carried.

Public Forum

None.

Election of Chairperson

Gene Bord nominated and Pat Kahlow seconded to elect Tom Koch as Chairperson of the Nutrition Advisory Council. Gene Bord motioned and Ivan Elm seconded to cast an anonymous ballot. Motion carried.

Election of Vice-Chairperson

Tom Koch nominated and Patricia Knox seconded to elect Gene Bord as Vice-Chairperson of the Nutrition Advisory Council. Tom Koch motioned and Carol Schulz seconded to cast an anonymous ballot for Chairperson of this council. Motion carried.

Election of Secretary

Gene Bord nominated and Harvey Grulke seconded to elect Marlene Adelmeyer as Secretary of the Nutrition Advisory Council. Carol Schulz motioned and Gene Bord seconded to cast an anonymous ballot for Secretary of this council. Motion carried.

Human Resource Staff assistance with direct deposit per diem

Stephanie Levenhagen introduced Sarah Hinze and Leann Schultz, staff from Human Resources. Sarah reviewed items as written in the handouts provided to members of this council.

Review, Discuss and Take Action on October 11, 2017 Staff Training

Stephanie Levenhagen stated that per federal and state funding requirements, all dining center managers are required to meet six hours of training a year. This year the staff training will be held at Colonial Club in Sun Prairie. Tom Koch motioned and Carol Schulz seconded to recommend to the Human Services and Health Department Board to close all 10 dining centers to allow staff to attend this training. Motion carried.

Review and Discuss Nutrition Program

Stephanie Levenhagen reviewed the items as written in the binders handed out to all members of this council. Discussion followed.

Review and Discuss Nutrition By-Laws

Stephanie Levenhagen reviewed the items as written in the *Nutrition Program Advisory Council Bylaws* handout provided for all council members. Discussion followed.

Review Program Report and Program Statistics

Stephanie Levenhagen reviewed the items as written in the *Nutrition Program Report* and the *2017 Donation* and *Participants Averages* handouts. Discussion followed.

Dining Center Reports

Tom Koch, Randolph, reports the sausage was unacceptable – too tough. Ivan Elm, Mayville, stated the broccoli and cauliflower are mush. No other reports made.

Next Meeting

As decided by the council, all meetings will now be held the second Wednesday of November, February, May, and August at 9:00 am. The next meeting of the Nutrition Advisory Council will be held on **Wednesday, November 15, 2017 at 9:00 am at 199 County Road DF in room G046** on the **ground floor** of the Henry Dodge Office Building.

Adjournment

Carol Schulz motioned and Tom Koch seconded to adjourn this meeting of the Nutrition Advisory Council at 9:46 am. Motion carried.

Respectfully Submitted,

Marlene Adelmeyer, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

11/8/2017

DODGE COUNTY HUMAN SERVICES AND HEALTH DEPARTMENT

NUTRITION PROGRAM ADVISORY COUNCIL

BYLAWS

ARTICLE I

SECTION 1. NAME: The name of this organization shall be Dodge County Human Services and Health Department, Nutrition Program Advisory Council, hereinafter referred to as the Council.

SECTION 2. JURISDICTION: The geographic area included in the jurisdiction shall be the County of Dodge, the State of Wisconsin.

ARTICLE II

SECTION 1. MEMBERSHIP: The Council shall consist of no more than eleven (11) members. At least fifty-one (51%) percent of the members shall be sixty (60) years of age or older and participants of the Senior Dining Program. The council will include at least one program participant representing each dining center and at least one representative from the home delivered meal program. Home delivered meal representation can be met by family members, caregivers or friends of home delivered meal recipients or by home delivered meal drivers. The remaining council membership should provide for broad representation from public and private agencies that are knowledgeable and interested in the senior dining and home

delivered meal program such as representatives from local hospitals or UW Extension staff. The members shall be representative of the diverse cultural, ethnic, social and economic backgrounds of the older adult population in the county. No Council member shall be a Human Services and Health Department staff or person(s) receiving financial reimbursement as a provider of services funded by the Aging Programs dollars.

SECTION 2. TERMS OF MEMBERSHIP: Council members are appointed to serve a three (3) year term, to be staggered so that the terms of one-third of the members shall expire each year. On the recommendation of the Council, a member may be reappointed to one (1) additional three (3) year term, subject to the Human Services and Health Department Board approval and appointment by the County Board. No member may serve for more than two (2) consecutive three-year terms.

SECTION 3. CITIZEN MEMBER RECRUITMENT: When a vacancy occurs on the Council, a list of all persons requesting consideration will be presented to the Human Services and Health Department Board with a recommendation for final selection and appointment from the Council.

SECTION 4. REMOVAL: Any member of the Council may be removed for cause.

ARTICLE III

SECTION 1. PURPOSE: The purpose of the Council shall be to protect and improve the quality of life for older adults: assure that older people have the opportunity to realize their full potential and continue to participate in community life; support the elderly in their quest for independence with dignity; empower the elderly to take an active role in their

choice of life style; act as a support system for family members and other citizens involved in the care of the elderly.

SECTION 2. POWERS AND DUTIES: The powers and duties of the Council are to:

- A) Make recommendations to the nutrition program supervisor regarding the food preference and nutritional needs of participants;
- B) Make recommendations to the nutrition program supervisor and the aging unit regarding days and hours of dining center operations and locations;
- C) Make recommendations to the nutrition program supervisor about dining center accessibility and age-friendliness;
- D) Advise and make recommendations to the nutrition program supervisor and aging unit regarding supportive social services to be conducted at dining centers;
- E) As an organized group, give support and assistance to the ongoing development of the nutrition program;
- F) Represent and speak on behalf of nutrition participants and programs and as a liaison group, act as a communications clearinghouse between the nutrition program and the general public.
- G) Advocate on behalf of older adults with community members, governing agencies and policy makers as well as local, state and federal legislators and lawmakers.
- H) Assist in publicizing the nutrition program and outreach to potential new participants.

ARTICLE IV

SECTION 1. REGULAR MEETINGS: Regular meetings of the Council shall be held no less often than quarterly. The date and time to be determined by Council members and the Nutrition Program Supervisor. All meetings shall be conducted in compliance with Wisconsin's Open Meeting Law.

SECTION 2. SPECIAL MEETINGS: Special meetings of the Council may be called by the chairperson, by fifty-one (51%) percent of the membership, by the Nutrition Program Supervisor. Time of the meetings shall be determined by the person(s) calling the meeting. All members shall be informed by mail,

phone or personal contact at least forty-eight (48) hours before the meeting.

SECTION 3. QUORUM: Fifty-one (51%) percent of the existing Council shall constitute a quorum for the transaction of business at any meeting.

SECTION 4. ATTENDANCE AT MEETINGS: Members shall attend all meetings of the Council. If a member fails to attend two (2) consecutive meetings without a valid excuse, the Council shall recommend to the Human Services and Health Board that this person be removed from the Council.

SECTION 5. PUBLIC FORUM: Nutrition Programs Advisory Council meetings are open to the public. There will be a specific time at each meeting designated "public forum" to allow any person to address the Council. After this public forum, the business of the Council will be conducted by the chairperson and members only.

SECTION 6. COMPENSATION: Members of the Council shall receive a per diem in the amount established by the Dodge County Board of Supervisors in Resolution No. 13-33, subject to future modification by the Dodge County Board of Supervisors, and mileage reimbursement.

ARTICLE V

SECTION 1. OFFICERS; NOMINATION AND ELECTION OF: At the regular meeting in August, or first meeting thereafter, the Council shall hold annual elections to elect a Chairperson, Vice-Chairperson and Secretary. New offices may be created and filled at any time by the Council provided the necessary changes are made in the bylaws.

SECTION 2. TERMS OF OFFICE:

Officers shall serve for a term of one (1) year.

Vacancies will be filled at the time they occur by a vote of the membership. An officer may not serve in one (1) office for more than three (3) consecutive one-year terms.

SECTION 3. DUTIES OF OFFICERS

A) Chairperson: The duties of the Chairperson shall be to:

1. preside at all meetings of the Council,
2. work with the Nutrition Services Unit in preparing an agenda for each regular Council meeting and in notifying members of the meeting date and time,
3. ensure that the Council follows through on motions made at its meeting,
4. maintain communication between the Commission on Aging and Disability Services Council and the Council,
5. assist members in carrying out responsibilities assigned to them,
6. hold over to the next meeting any conflict that can not be resolved,
7. meet with the Nutrition Program Supervisor to resolve any conflict,
8. ask committee members to abstain from voting on an issue that could be a real or perceived conflict of interest.

B) Vice-Chairperson: The duties of the Vice-Chairperson shall be to perform the responsibilities of the Chairperson when they are absent or incapacitated.

C) Secretary: The duties of the Secretary shall be to perform the responsibilities of the Vice-Chairperson when they are absent or incapacitated.

ARTICLE VI

SECTION 1. CONFLICT OF INTEREST: No Council member shall participate in voting matters which would result in real or perceived conflict of interest or financial remuneration to them or to their family or employing unit.

ARTICLE VII

SECTION 1. PARLIAMENTARY PROCEDURES: Roberts Rules of Order shall be the parliamentary authority for all procedures not covered by the Bylaws.

ARTICLE VIII

SECTION 1. AMENDMENTS TO THE BYLAWS: These Bylaws are reviewed annually and may be altered, amended or repealed, and new Bylaws may be adopted by a majority of the Council members present at any regular meeting or at any special meeting(s). The proposed amendment(s) are to be read at two (2) consecutive meetings before calling for a vote.

2017 PARTICIPANT AVERAGES

CONGREGATE PARTICIPANTS															2017
Last Yr's	Avg's	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average	
Bay Shore	11	8	8	7	6	8	11	11	11	10				9	
Beaver Dam Sr Center	10	5	6	8	10	10	11	13	12	15				10	
Fox Lake	3	3	2	3	2	3	3	3	4	3				3	
Horicon	5	5	5	5	5	4	4	5	4	3				4	
Hustisford	6	7	7	6	6	7	6	7	8	9				7	
Juneau	0	0	0	0	0	0	0	0	0	0				0	
Lomira	3	2	2	1	3	3	3	3	4	3				3	
Lowell	3	3	3	6	10	11	11	9	10	10				8	
Mayville	5	4	4	3	4	4	4	4	5	4				4	
Randolph	9	8	8	8	8	7	7	7	9	8				8	
Watertown	23	20	20	18	17	18	18	18	18	18				18	
	78	65	65	65	71	75	78	80	85	83	0	0	0	68	
		-13	-13	-13	-7	-3	0	2	7	5				-10	

Last Yr's	HOME DELIVERY PARTICIPANTS												2017	
	Avg's	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
Bay Shore	3	6	5	4	6	6	5	5	4	4				5
Beaver Dam Sr Center	0	0	0	0	0	0	0	0	0	0				0
Fox Lake	7	6	5	5	4	5	5	5	4	5				5
Horicon	9	9	11	12	12	11	11	9	12	13				11
Hustisford	14	14	14	13	12	12	11	12	13	13				13
Juneau	10	10	9	9	8	8	8	8	7	8				8
Lomira	11	14	14	14	15	14	15	14	14	13				14
Lowell	4	4	3	3	3	9	4	4	5	5				4
Mayville	13	13	12	12	12	12	14	12	13	13				13
Randolph	5	5	5	4	4	4	4	5	5	4				4
Watertown	27	19	19	17	17	17	16	16	14	15				17
Other	2	1	1	1	1	1	1	1	1	1				1
	105	101	98	94	94	99	94	91	92	94	0	0	0	90
		-4	-7	-11	-11	-6	-11	-14	-13	-11				-15

cc:

Sheila Drays
Stephanie Levenhagen

2017 DONATION AVERAGES

	Last Yr's Aves	CONGREGATE DONATIONS											2017 Average
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bay Shore	1.97	2.73	2.48	2.42	2.67	1.57	1.81	1.25	1.89	1.85			2.07
Beaver Dam Sr Center	2.24	2.12	2.15	1.98	1.11	1.42	1.23	1.58	1.10	1.45			1.57
Fox Lake	3.39	3.31	2.67	4.30	4.92	3.86	2.61	2.94	3.93	2.96			3.50
Horicon	2.71	1.93	0.18	3.23	3.08	2.19	2.37	0.97	3.82	2.60			2.26
Hustisford	2.02	2.17	3.12	1.90	2.08	2.62	2.17	1.54	2.83	2.49			2.32
Juneau	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Lomira	2.78	3.60	1.45	1.12	1.69	1.80	0.76	2.16	2.91	3.54			2.11
Lowell	2.75	2.50	1.73	1.66	1.49	1.23	1.39	1.37	1.42	0.96			1.53
Mayville	2.52	1.71	2.35	2.86	3.03	3.47	2.74	2.58	2.26	2.42			2.60
Randolph	2.28	2.22	2.54	1.68	2.30	3.29	2.01	2.15	2.74	2.25			2.35
Watertown	2.14	2.32	2.51	1.97	2.46	2.49	2.03	2.64	2.37	2.51			2.37
	2.32	2.34	2.30	2.18	2.22	2.22	1.84	1.89	2.25	2.07			2.15
		0.02	-0.02	-0.14	-0.10	-0.10	-0.48	-0.43	-0.07	-0.25			-0.17

	Last Yr's Aves	HOME DELIVERY DONATIONS											2017 Average
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bay Shore	1.28	0.68	0.82	1.22	0.81	1.06	1.32	1.81	1.62	1.93			1.25
Beaver Dam Sr Center	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Fox Lake	3.49	2.89	4.60	4.63	4.74	1.93	4.55	2.75	4.82	4.27			3.91
Horicon	3.51	3.03	2.79	2.62	4.15	2.03	3.70	3.35	2.57	3.11			3.04
Hustisford	2.98	1.95	2.13	4.01	3.60	2.23	2.09	2.12	3.05	2.70			2.65
Juneau	2.17	1.79	1.79	2.40	2.23	2.03	2.49	2.35	2.42	2.41			2.21
Lomira	2.62	2.67	2.79	2.44	2.36	2.95	2.65	2.98	2.63	2.46			2.66
Reeseville (Lowell)	3.73	1.53	3.33	2.57	3.59	1.84	3.20	3.33	4.03	3.35			2.97
Mayville	2.19	1.68	2.34	1.90	2.46	1.16	2.07	2.59	2.66	1.98			2.09
Randolph	3.17	2.86	3.71	2.42	3.49	0.62	2.78	3.43	2.66	2.88			2.76
Watertown	3.59	4.13	3.31	3.62	4.18	3.13	4.11	2.37	4.40	4.22			3.72
Other - Columbia Co.	2.00	0.00	0.00	0.00	3.99	2.72	2.73	2.73	3.99	3.99			2.24
	2.75	2.38	2.55	2.59	2.98	1.81	2.74	2.54	2.86	2.75			2.61
		-0.37	-0.20	-0.16	0.23	-0.94	-0.01	-0.21	0.11	0.00			-0.14

cc:

Sheila Drays
Stephanie Levenhagen
Monica Hooper



Professionals and caregivers:

Join us to improve the health, health care, and caregiving for those with early Alzheimer's and other Dementias

A free Health Literacy Workshop to help improve:

- The ability of individuals with dementia to better access, understand and use health information received
- AND**
- The ability of the professional or caregiver to share this information to those individuals in an easy to understand way

When: Wednesday, December 13th - 9:00 - 11:00 am

**Where: Human Services & Health Department
199 County Road DF, Juneau – Room G046**

**How to Sign Up: Email hsagingunit@co.dodge.wi.us
or call the ADRC at 920-386-3580**

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